



**City of Saint Paul**

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November 26, 2003

Council President Dan Bostrom, and  
City Councilmembers  
3<sup>rd</sup> Floor City Hall  
15 West Kellogg Boulevard  
St. Paul, MN 55102

Subject: Material for the December 3<sup>rd</sup> Budget Meeting

Dear Council President Bostrom and City Councilmembers:

The attached material has been prepared for your use as background, and will be used by presenters at next Wednesday's meeting. Please bring this packet with you to the meeting. The agenda as we currently know it is:

- I. Follow-up - Public Library Agency General Obligation Bonding:
  - A) Amount Of Issue
  - B) Term Of Bonds

No additional information on this topic is supplied in this document, although material has been created by and may be coming from city council staff.

- II. Capital Improvement Budget And Tentative Program: Request of Neighborhood House - City's Future Support For Wellstone Center

No information on the request for Wellstone Center is supplied in this document, but staff will be prepared for the discussion on December 3<sup>rd</sup>.

- III. Review the RiverCentre Budgets (Lois West Duffy, Rick Beeson, & Matt Smith):
  - A) Status of 2003 Year-To-Date Operations Vs. 2003 Adopted Budget
  - B) Review 2004 RiverCentre Budget Approved By The RiverCentre Authority

Please see the RiverCentre budget material on page 3.

- IV. Tentative Decision Making For 2004 City Budget Using Dollar List (City Council):
- A) Determine Tentative Changes To The Proposed 2004 Capital Improvement Budget.
  - B) Determine Tentative Changes To The Proposed 2004 Debt Service Budgets.
  - C) Determine Tentative Changes To The Proposed 2004 Operating Budgets.

No information on this topic is supplied in this document.

There was no discussion of the scheduled Risk Management matter at last Wednesday's budget meeting, so I have assumed it will carry forward to next Wednesday, December 3, 2003. I have included the agenda item below, and the material from the last packet is also included here.

Review Mayor's Proposal To Merge Risk Management Division Into Human Resources (Matt Smith, Angie Nalezny, Ron Guilfoile)

- A) Review Proposed Staff Reductions By Function.
- B) Understand How The Proposed Staff Reductions Would Affect The City's Ability To Adequately Control Costs, As The City Is Self Insured.

Please see the Human Resource's budget material on page 4.

Cordially,  
  
Matt Smith  
Director

cc: Dennis Flaherty, Deputy Mayor  
Greg Blees, City Council Fiscal Policy Director  
Budget Analysts  
Department Directors  
(via email)

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# RiverCentre 2004 Calendar Year Budget-Final

	Positive (Negative) %			Positive (Negative) %			Positive (Negative) %			
	2003 Budget	From 2004	Change	2003 Forecast	From 2003	From 2004	Change	Proposed 2004 Budget	From 2003	Change
<b>REVENUES</b>										
Building Rent	1,604,898	113,082	7%	1,463,315	(141,583)	254,665	17%	1,717,980	113,082	7%
Service Income	1,740,810	(96,033)	-6%	1,456,518	(284,292)	188,259	13%	1,644,777	(96,033)	-6%
Parking Ramp	2,885,052	(35,921)	-1%	2,578,590	(306,462)	270,541	10%	2,849,131	(35,921)	-1%
Food & Beverage	718,520	61,414	9%	733,667	15,147	46,267	6%	779,934	61,414	9%
Sponsorship	513,250	46,000	9%	412,032	(101,218)	147,218	36%	559,250	46,000	9%
Other Income	195,676	(32,989)	-17%	129,381	(66,295)	33,306	26%	162,687	(32,989)	-17%
<b>TOTAL REVENUE</b>	<b>7,658,206</b>	<b>55,552</b>	<b>0.2%</b>	<b>6,773,503</b>	<b>(884,703)</b>	<b>940,255</b>	<b>14%</b>	<b>7,713,758</b>	<b>55,552</b>	<b>1%</b>
<b>EXPENSES</b>										
Facility Operations	1,487,056	47,753	3%	1,193,309	293,747	(245,994)	-17%	1,439,303	47,753	3%
Event Operations	1,277,210	(50,877)	-4%	1,196,443	80,766	(131,643)	-10%	1,328,087	(50,877)	-4%
Parking Ramp Costs	747,248	(17,019)	-2%	746,745	503	(17,522)	-2%	764,267	(17,019)	-2%
Marketing	320,562	(82,349)	-20%	218,865	101,697	(184,045)	-46%	402,910	(82,349)	-26%
Overhead	1,962,650	(55,278)	-3%	1,808,318	154,332	(209,610)	-10%	2,017,928	(55,278)	-3%
Administration	449,030	(31,537)	-7%	478,003	(28,973)	(2,564)	-1%	480,567	(31,537)	-7%
Authority	271,896	(9,487)	-3%	231,855	40,041	(49,528)	-18%	281,383	(9,487)	-3%
Management Fees	263,392	(19,992)	-7%	263,392	0	(19,992)	-7%	283,384	(19,992)	-8%
<b>TOTAL EXPENSES</b>	<b>6,779,043</b>	<b>(218,785)</b>	<b>-3%</b>	<b>6,136,930</b>	<b>642,113</b>	<b>860,899</b>	<b>12%</b>	<b>6,997,829</b>	<b>(218,785)</b>	<b>-3%</b>
<b>GROSS OPERATING PROFIT (LOSS)</b>	<b>879,162</b>	<b>(163,233)</b>	<b>-19%</b>	<b>636,573</b>	<b>(242,589)</b>	<b>53,421</b>	<b>7%</b>	<b>715,930</b>	<b>(163,233)</b>	<b>-19%</b>
<b>NON OPERATING</b>										
Debt Service/Capital/Capital Rese	871,457	236,695	27%	871,457	871,457	236,695	37%	634,762	236,695	27%
<b>TOTAL NON OPERATING</b>	<b>871,457</b>	<b>236,695</b>	<b>27%</b>	<b>871,457</b>	<b>871,457</b>	<b>236,695</b>	<b>37%</b>	<b>634,762</b>	<b>236,695</b>	<b>27%</b>
<b>NET INCOME FROM OPERATING &amp; NON OPERATING (LOSS)</b>	<b>7,705</b>	<b>73,462</b>	<b>953%</b>	<b>(234,884)</b>	<b>(256,663)</b>	<b>291,116</b>	<b>75%</b>	<b>81,168</b>	<b>73,462</b>	<b>953%</b>
* *										
Amortization/Depreciation	388,732	3,367	1%	388,732		3,367	1%	392,099	3,367	1%

**2004 HUMAN RESOURCES  
PERSONNEL BUDGET CUTS**  
11/06/03

<b>Positions Eliminated (2003 to 2004)</b>	<b>FTEs</b>
In Round 1:	
Vacant Senior Business Consultant	(0.6)
Vacant Human Resource Specialist II	(1.0)
Senior Business Consultant	(1.0)
Safety ADA Coordinator	(1.0)
In Round 2:	
Typist	(1.0)
Typist	(1.0)
In the 2004 Mayor's Budget:	
Worker's Compensation Administrator	(1.0)
Assistant to the Mayor	(1.0)
Office Manager	(1.0)
HR Specialist II	(0.2)
Clerk Typist III and Clerk IV	(4.0)
Clerk IV	0.2
Clerk II	(0.3)
Total Change	(12.9)